

**City College of San Francisco . School of Health and Physical Education  
John Adams Campus/DeAvila Site  
1351 Haight Street . San Francisco, CA 94117 . (415) 561-1900**



**FALL SEMESTER  
AUGUST 18 - DECEMBER 19, 2008**



## **MEDICAL BILLER CERTIFICATE PROGRAM**

The Medical Biller's Certificate Program trains students in billing procedures for outpatient medical facilities. Students learn the basic techniques of Pegboard billing, procedure and diagnostic coding, computer billing, insurance billing, and managed care plan handling.

### **PREREQUISITES:**

Students must be able to type 45 wpm for a five minute period with a 10 percent error rate or less.

### **PROGRAM REQUIREMENTS:**

18 years of age minimum

### **Certification:**

The Medical Biller's Program offers a Certificate of Completion.

For an informational packet, please call (415) 561-1900 or visit our web site at [www.ccsf.edu](http://www.ccsf.edu) . For questions regarding the Medical Biller Certificate Program, please contact Dory Rincon at (415) 561-1821.

### **TUITION:** (subject to change without prior notice)

\$20.00 per semester unit for California residents

\$179.00 per semester unit for non-residents (plus \$20 per semester unit enrollment fee)

\$16.00 for Student Health Benefit Fee for ALL students

\$5.00 material fee for selected classes

### **FINANCIAL AID:**

To receive information about financial aid, call the financial aid counselor at Phelan Campus, 239-3576 and request an appointment or contact the financial aid counselor, Guillermo Villanueva at John Adams, 1860 Hayes Street, Room 133B, 561-1012.

It is the policy of the CCSF to provide all persons with equal employment and educational opportunities regardless of race, color, religion, sex, national origin, sexual orientation, marital status, age or handicap.

**APPLICATION AND ENROLLMENT PROCEDURES ON REVERSE SIDE**

## ENROLLMENT PROCEDURES

Enrollment procedures for students applying to the Medical Biller Certificate Program consist of the following steps:

1. CCSF APPLICATION
2. PLACEMENT TEST
3. ORIENTATION AND COUNSELING
4. REGISTRATION

### CCSF ADMISSION APPLICATION

All students who are new to City College of San Francisco must complete and file an application with the Office of Admissions and Records in person **or** by mail to: City College of San Francisco, 50 Phelan Ave., Room E107, San Francisco, CA 94112., **or** can be done also online: <https://www.ccsf.edu/Forms/application.shtml>

### PLACEMENT TEST

All students who are new to City College of San Francisco must take a placement test in English/Math or ESL/Math. (Exceptions to this requirement are listed below.) **You must present a photo I.D. (driver's license, passport, etc.) at the time you take the test.**

Placement tests are held at the **John Adams Campus, 1860 Hayes Street and DeAvila Site, 1351 Haight Street** on the following dates:

*Please arrive 10 minutes before the schedule in order to be seated. Seating is limited to 30.*

Wednesday	February 20, 2008	9:00am, John Adams, 1860 Hayes St., Gym Rm 105	Native English / Math / Algebra
Thursday	March 6, 2008	5:30pm, DeAvila, 1351 Haight St., Room 102	Native English / Math / Algebra
Wednesday	March 19, 2008	9:00am, DeAvila, 1351 Haight St., Room 102	Native English / Math / Algebra
Wednesday	April 2, 2008	5:30pm, DeAvila, 1351 Haight St., Room 102	Native English / Math / Algebra
Wednesday	February 20, 2008	5:30pm, John Adams, 1860 Hayes St., Room 135	English as Second Language / Math / Algebra
Thursday	March 6, 2008	9:00am, DeAvila, 1351 Haight St., Room 102	English as Second Language / Math / Algebra
Wednesday	March 19, 2008	5:30pm, DeAvila, 1351 Haight St., Room 102	English as Second Language / Math / Algebra
Wednesday	April 2, 2008	9:00am, DeAvila, 1351 Haight St., Room 102	English as Second Language / Math / Algebra
Thursday	April 3, 2008	1:30pm, John Adams, 1860 Hayes St., Room 129	English as Second Language / Math / Algebra
Thursday	April 3, 2008	5:30pm, John Adams, 1860 Hayes St., Room 129	English as Second Language / Math / Algebra

Students who test on one of the above dates will receive their results at the orientations listed below. **You must present a photo I.D. to pick up in person.** You may print out your test results online at <https://ocean.ccsf.edu> after five working days, if your CCSF Admissions Application is on file. <https://www.ccsf.edu/Forms/cgi-bin/application.cgi>

#### Exemptions to the City College Placement Test are as follows:

1. You have an A.A./A.S. degree or higher from an U.S. accredited school.
2. You may be eligible for an English test waiver, if you have completed English 1A or the equivalent at another college. To apply for this waiver, take a copy of your transcript to the Phelan Campus, Admissions and Records, Conlan Hall, Room 107.

### ORIENTATION AND COUNSELING

**All applicants** must attend an orientation. You must bring ONE of the following documents with you:

1. Copy of your CCSF Placement Test results or test waiver
2. Copy of your CCSF transcript
3. Copy of your college transcript or diploma indicating an award of an Associate of Arts or Associate of Science degree or higher

Orientations are held at the **DeAvila Site, 1351 Haight Street** on the following date:

#### Orientation Date

#### Time & Room

Tuesday, August 12, 2008      2:00 p.m., 3<sup>rd</sup> Floor, Room 307      To be followed by general counseling

Orientations last approximately 1 hour and 30 minutes. **Due to limited space, we cannot allow visitors or children.**

For testing dates in May, June, July and August, please telephone (415) 239-3128 or pick up a test schedule at one of the CCSF campuses or at [http://www.ccsf.edu/Services/Matriculation\\_Office/test.htm](http://www.ccsf.edu/Services/Matriculation_Office/test.htm). If you test during these months, you are responsible for picking up your own test results and bringing them to the orientation. Your results will be ready 5 working days after you take the test.